

SCHOOL APPROVAL

GUIDELINES FOR APPROVAL OF EMPLOYMENT STANDARDS WAIVERS

Rule 0520-1-2-.03 Employment Standards states a teacher or principal shall hold a valid Tennessee teacher license with an endorsement covering the work assignment. If a system or school is unable to find a properly licensed and appropriately endorsed person for the position, an employment standards waiver may be requested. The following information is offered to assist you in this process:

1. An employment standards waiver is requested when (a) a person qualified for the assignment is not available, and (b) a teacher does not have the endorsement to teach the anticipated assignment. Employment Standards Waivers may be granted based on Apprentice or Professional Licenses.
2. An alternative license may be issued if the applicant has met the specific qualifications as set forth in Rule 0520-2-4-.03. Employment Standards Waivers may not be granted on an Alternative A, C, D, or E License.
3. Employment Standards Waivers are not granted in the following areas:
 - Elementary Guidance Counselor
 - Secondary Guidance Counselor
 - Applied Communications
 - Principles of Technology I and II
 - Math for Technology I and II
 - Biology for Technology
 - Nutrition Science
 - Teen Learning Center Director
 - Gateway English
 - Gateway Algebra
 - Gateway Biology
 - Gateway SE English
 - Gateway SE Algebra
 - Gateway SE Biology
 - Special Courses
 - International Baccalaureate Programs
 - Introduction to Aerospace
 - Theory of Flight

A person holding an Apprentice or Professional License may not be granted a waiver to teach in an area included on an Apprentice Occupational, Professional Occupational or Trade Shop License.

A person holding any type of Apprentice Occupational, Professional Occupational or Trade Shop License may not be granted a waiver to teach in an area included on an Apprentice or Professional License.

4. A teacher may teach up to two sections of one course outside the area of endorsement. For a teacher to teach more than one course or more than two sections of one course outside the area of endorsement, an employment standards waiver must be requested and approved.

EXCEPTIONS:

A person holding an Apprentice or Professional License may not teach up to two sections of one course in an area included on an Apprentice Occupational, Professional Occupational or Trade Shop License.

A person on any type of Apprentice Occupational, Professional Occupational or Trade Shop License may not teach up to two sections of one course in an area included on an Apprentice or Professional License.

A person may not teach any Technology Preparation courses as one or two sections outside the area of endorsement.

A person may not teach any special courses as one or two sections outside the area of endorsement.

A person may not teach any International Baccalaureate courses as one or two sections outside the area of endorsement.

5. A person without a teacher's license or permit may serve as a substitute teacher for the first 20 consecutive days of absence of a regular teacher on approved leave. After 20 consecutive days of approved leave, a person serving as the substitute teacher must be licensed and hold the appropriate endorsement for the assignment or must be a retired teacher and have held the appropriate endorsement. At any time the regular teacher's accumulated leave is exhausted, the replacement teacher must be licensed and properly endorsed for the assignment or be a retired teacher and have held the appropriate endorsement. If personnel meeting the above standards are not available, local school systems, state approved non-public schools and state special schools must request a waiver for a licensed substitute who does not hold the proper endorsement for the position or a permit for non-licensed substitutes who will be teaching for longer than 20 consecutive days for the same teacher.